

## How to Change your Email and/or Your Password in the Mansfield Middle School Parent Portal

The email listed in the parent portal is used to contact you about your parent portal account, so it is important to keep it up-to-date if your email changes.



Your password for the parent portal is a key part of keeping your child's information confidential, so you should change it if you ever have a concern that someone else knows the password. No one else should use your password. Students have their own more limited password to use and should not use a parent's password. Staff from the middle school will never ask you what your password is.

- 1) Go to <https://powerschool.mansfieldct.org> and login with your previously created username and password.

- 2) Click on "Account Preferences" on the left side of the screen.



- 3) A screen like the one below will appear.
  - To change your email, simply change the existing email and click the "save" button.
  - To change your password, click the pencil icon next to \*\*\*\* and change your password (press the "save" button as well when done).

First Name:	<input type="text" value="Bob"/>
Last Name:	<input type="text" value="Smith"/>
Email:	<input type="text" value="bobsmith@email.com"/>
Select Language	<input type="text" value="Select a Language"/>
Username:	<input type="text" value="sample1@mansfieldct.org"/> 
Current Password:	<input type="password" value="****"/> 
<div>Cancel Save</div>	

For further support, view the helpful online videos, handouts, and FAQs on the middle school's website (<http://mansfieldct.gov/mms> - click on "Parent Portal" under the "For Parents" menu). The aforementioned resources are intended to answer any how-to questions about the portal.